



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS ARNOLD ENGINEERING DEVELOPMENT CENTER (AFMC)
ARNOLD AIR FORCE BASE TENNESSEE**

6 January 2003

MEMORANDUM FOR ALL PROSPECTIVE OFFERORS

FROM: AEDC/PKM

SUBJECT: AEDC Contract Competition – Request for Proposals F40600-03-R-0001

1. The Department of the Air Force invites your company to submit a proposal for the Operation, Maintenance, Information Management, and support of Arnold Engineering Development Center (AEDC). We are seeking the most effective, productive, and efficient contract to fulfill AEDC's requirements.
2. We've invited and appreciated your ideas and comments since the inception of this acquisition early last year. Beginning with a comprehensive Request for Information (RFI) process, we've held three industry conferences, engaged in hundreds of technical information exchanges, released two draft requests for proposals, and conducted a multi-step advisory process focused on addressing potential organizational conflict of interest (OCI) issues. Each of these steps has enabled us to prepare a better solicitation. Companies considering whether to submit a proposal who did not participate in the multi-step advisory process may find it beneficial to visit the competition website and read our 26 July 2002 letter.
3. Attachment A to this letter lists the most significant changes made to the solicitation compared to the 6 December 2002 draft request for proposals. You will find that most of the changes are minor in nature. The minimum award fee pools are set forth in Section L of the solicitation. Your proposed award fee amount must be no less than the amount specified for each year. The Award Fee/Award Term Plan will specify that approximately 20% of the award fee amount for each period will be allocated in the Excellent range (91-100). We anticipate releasing the Award Fee/Award Term Plan as an amendment to the solicitation.
4. A Pre-Proposal Conference will begin in the Main Auditorium at Arnold AFB TN at 9:00 AM CST on 14 January 2003. You may refer to Section L of this solicitation or our letter posted to the website dated 19 December 2002 for additional details.
5. Communications between the Government and industry regarding this solicitation should be addressed only through the Procuring Contracting Officer, Mr. John Sutton, at Area Code 931-454-6886. In his absence, you may contact Mr. Temple Bowling at 931-454-7806.

6. We expect substantial competition for this acquisition and, ultimately, outstanding performance from the successful offeror. Proposals are due on 14 February 2003 at 2:00 CDT. Thank you for your interest in this acquisition.

A handwritten signature in black ink, appearing to read 'JLS', with a long horizontal stroke extending to the right.

JOHN L. SUTTON
Procuring Contracting Officer
Chief, Contract Management Branch

Attachment A